Memorandum

Date:

July 15, 2010

To:

Telecommunications Section

Attention: Captain J. Whiteford

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of Inspector General

File No.:

010.13424.A07146.010

Subject:

2010 REPAIR FACILITY PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the California Office of the State Chief Information Office (OCIO) Salinas radio repair facility (formerly Department of General Services) was conducted on January 14, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the OCIO Salinas radio repair facility was completed by the Property Inspector (PI) on May 26, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI selected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the OCIO Salinas radio repair facility had five items assigned to the facility. When comparing equipment recorded on the property inventory list to equipment located at the OCIO Salinas radio repair facility, three of the five items were missing. However, two of the five items previously reported as missing in 2002 were located. The departmental asset tags pertaining to these items were removed by OCIO staff and now require replacement departmental asset tags. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the OCIO Salinas radio repair facility to the OPI inventory list, one item was located. This item was listed as missing on another command's

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property inventory. The property inspection results of equipment located at the command to the OPI property inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI and OCIO to rectify the variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory record. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General through the Information Management Division by October 15, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

E. SANCHEZ, Captain Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff Information Management Division Office of Inspector General, Audits Unit

ATTACHMENT A

CALIFORNIA HIGHWAY PATROL OFFICE OF INSPECTOR GENERAL, AUDITS UNIT PROPERTY INSPECTION DISCREPANCY REPORT Salinas/0734 Radio Shop May 26, 2010

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Base Station - rack type	R25124			x			Replacement asset tag required. Remove missing note of UnknPer02 from Oracle database.
Cavity Resonator	R34002	X					Item missing.
Scanner	R37206	X					Item missing.
Scanner	R37210	x					Item missing.
Fixed Receiver - rack type	R73464			x			Replacement asset tag required. Remove missing note of UnknPer02 from Oracle database.
Cavity Resonator	R76086		X				Item located on-site. Database lists item as missing in Central Los Angeles/590.

ATTACHMENT B

This section is blank.

ATTACHMENT C

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL 2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT Salinas/0734 Radio Shop

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL#	SITE CODE	Y	N	A	Т	C OTHER
	PROPERTY	Y INSPECTION LIST TO E	QUIPMENT								
1	R25124	Base Station - rack type	UnknPer02	wasDGS0734	71027655	0734	x				Replacement asset tag required. Remove missing X note of UnknPer02 from Oracle database.
2	R34002	Cavity Resonator	UnknPer99	wasDGS0734		0734		X			Item missing.
3	R37206	Scanner	UnknPer02	wasDGS0734	272A51991	0734		x			Item missing.
4	R37210	Scanner	UnknPer02	wasDGS0734	272A51966	0734		x			Item missing.
5	R73464	Fixed Receiver - rack type	UnknPer02	wasDGS0734	7102760	0734	x				Replacement asset tag required. Remove missing X note of UnknPer02 from Oracle database.
	EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)										
1	R76086	Cavity Resonator				0734			x		Item located on-site. Database lists item as missing in Central Los Angeles/590.

SUPPORTING DOCUMENTATION

Item Number

Look up by

Tag # Serial #

Look up

Asset Information

Asset # R73464

SN 7102760

Model#

Description Receiver, Fixed

Vendor Name

Warranty End

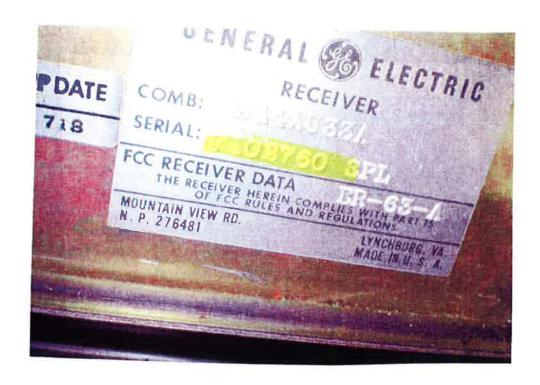
Asset Key Receiver, Fixed..NONE

Location DGS.D.0734.0

Vehicle # UnknPer02

Assigned to Vehicle LC# wasDGS0734

DGS SHOP # 0734 CHP tag R-73464 REMOVED FROM HEM.



Asset Look up Page 1 of 1

Item Number

Look up by

Tag # Serial #

Look up

Asset Information

Asset # R25124

SN 71027655

Model # S174RBU33ASP

Description TRANSMITTER/RECEIVER BASE STATION 00014

Vendor Name

Warranty End

Asset Key TRANSMITTER/RECEIVER BASE STATION 00014.S174RBU33ASP.NONE

Location DGS.D.0734.0

Vehicle # UnknPer02

Assigned to Vehicle LC# wasDGS0734

DGS Shop # 0734

CHP tag R-25124 Removed From item.



Item Number

Look up by

Tag # Serial #

Look up

Asset Information

Asset # R76086

SN 5038

Model#

Description CAVITIES RESONATOR T7-0662 DONATED DGS

Vendor Name

Warranty End

Asset Key CAVITIES RESONATOR T7-0662 DONATED DGS..NONE

Location 590.00.00.0

Vehicle # UnknPer02

Assigned to Vehicle LC# was-590

